



PURCHASE ORDER

PO Number: 303-1-0966

Requisition Number: 303-1-02215

Order Date: 7/8/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Parking Garage R, Warehouse
1706 San Jacinto Blvd.
Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

17602519120
Challenge Office Products, Inc
6015 South Loop East , TX
Houston, TX 77033
John Barbosa
Phone:713-644-4007, Fax:
Jbarbosa@challengeofficeproducts.com

Office Supplies
Spot Bid Fair FY21
Price as per the bid submitted

Description IFB No. 303-2-0003

TFC Contact:
Kyle Moreland, (512) 463-8551

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Clips, Paper Standard #1, steel,1000/Box, Part No. UNV72210						
	25	Box	\$1.79	7/1/2021	8/31/2021	\$44.75

NIGP Class: 615

NIGP Item: 69

Object Class: 300

Reimbursement Type: Not Reimbursable

Clips, Paper Jumbo, Smooth, 100 EA/Box, 10 Box/Pack, 1000 EA/Pack	5	PKG	\$4.55	7/1/2021	8/31/2021	\$22.75
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Part No. UNV72220

NIGP Class: 615**NIGP Item:** 69**Object Class:** 300**Reimbursement Type:** Not Reimbursable**Grand Total \$67.50**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2021
Division	Legal
Program	Records Management
Phone	5124638551
Org Code	0216 - Office Supply Allocations
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	N/A

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**TEXAS FACILITIES COMMISSION INTERNAL PURCHASING**

PURCHASER: _____

Sastry, Archana - CTCM, CTPM, 5124632743

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)